



# Time and Attendance Job Aid

## 501 TA363: Changing an Employee Work Schedule

### Changing an Employee's Work Schedule Overview

This document provides the step-by-step instructions for making a schedule change in Cardinal.

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### Changing an Employee's Work Schedule

1. To change an employee's work scheduled, access the **Assign Work Schedule** page using the following path:

**Cardinal Financials > Cardinal HCM > Time and Labor > Enroll Time Reporters > Assign Work Schedule**

2. Enter the employee ID in the **Empl ID** field. If you don't have the ID, use the **Name** and **Last Name** fields.
3. Click the **Search** button.

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## 501 TA363: Changing an Employee Work Schedule

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Enroll Time Reporters ▾ > Assign Work Schedule

### Assign Work Schedule

**EDGAR POE** Employee ID EMP00000030  
 Fin Svcs Specialist I Employment Record 0

Actions ▾  
 Assign Schedules ? Personalize | Find | View All | [Print] [Export] First 1 of 1 Last

Primary Schedule Alternate Schedule [Add]

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
01/10/2019 [Calendar]	Select Predefined Schedule ▾	VDOT [Search]	5-DAY [Search]	Standard 40 hr Work Wk	Show Schedule	[+] [-]

▶ View history of Schedule Assignments, including default changes

[Save] [Return to Search] [Refresh] [Update/Display] [Include History] [Correct History]

4. The **Assign Work Schedule** page displays. There are two tabs:
  - a. **Primary Schedule:** Use this tab to update the Primary schedule.
  - b. **Alternate Schedule:** This tab is not used.
5. To change an employee's primary schedule, click the (+) button to add a new row.

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Enroll Time Reporters ▾ > Assign Work Schedule

### Assign Work Schedule

**EDGAR POE** Employee ID EMP00000030  
 Fin Svcs Specialist I Employment Record 0

Actions ▾  
 Assign Schedules ? Personalize | Find | View All | [Print] [Export] First 1-2 of 2 Last

Primary Schedule Alternate Schedule [Add]

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
05/01/2019 [Calendar]	Select Predefined Schedule ▾	VDOT [Search]	5-DAY [Search]	Standard 40 hr Work Wk	Show Schedule	[+] [-]
01/10/2019 [Calendar]	Select Predefined Schedule ▾	VDOT [Search]	5-DAY [Search]	Standard 40 hr Work Wk	Show Schedule	[+] [-]

▶ View history of Schedule Assignments, including default changes

[Save] [Return to Search] [Refresh] [Update/Display] [Include History] [Correct History]

6. The new row displays on the top and will prefill with the current date in the **Effective Date** field.
7. The **Schedule Group** defaults to **VDOT**, the only current value available.

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Favorites ▾ | Main Menu ▾ > Time and Labor ▾ > Enroll Time Reporters ▾ > Assign Work Schedule

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### Assign Work Schedule

**EDGAR POE** Employee ID EMP00000030  
 Fin Svcs Specialist I Employment Record 0

Actions ▾

**Assign Schedules** ? Personalize | Find | View All | [Grid Icon] | [Calendar Icon] First 1-2 of 2 Last

Primary Schedule | Alternate Schedule [Switch Icon]

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
05/06/2019 [Calendar Icon]	Select Predefined Schedule ▾	VDOT [Search Icon]	5-DAY [Search Icon]	Standard 40 hr Work Wk	Show Schedule	[+/-]
01/10/2019 [Calendar Icon]	Select Predefined Schedule ▾	VDOT [Search Icon]	5-DAY [Search Icon]	Standard 40 hr Work Wk	Show Schedule	[+/-]

▶ View history of Schedule Assignments, including default changes

[Save] [Return to Search] [Refresh] [Update/Display] [Include History] [Correct History]

8. Enter the date you want the employee to start using the new schedule in the **Effective Date** field. Generally, the **Effective Date** is a Monday, since that is the first day of the employee's work week.
9. The **Assignment Method** field defaults to **Select Predefined Schedule**. The **Schedule ID** defaults to the standard **5-DAY** schedule if it is the first row; otherwise it defaults to the same schedule as the previous row.
10. Click the **Schedule ID** lookup icon to select the new schedule.



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## 501 TA363: Changing an Employee Work Schedule

The screenshot shows the CARDINAL web application interface for assigning work schedules. The main window is titled "Assign Work Schedule" and displays employee information for EDGAR POE (Employee ID: EMP00000030). Below this, there are tabs for "Primary Schedule" and "Alternate Schedule". A table lists schedule assignments with columns for Effective Date, Assignment Method, Schedule Group, Schedule ID, Description, and Show Schedule. Two rows are visible, both for the date 05/06/2019, with the first row selected. A "Look Up Schedule ID" pop-up window is open on the right, displaying a list of schedule options. The option "40-SMT" is highlighted in red, indicating it is the selected schedule.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/06/2019	Select Predefined Schedule	VDOT	5-DAY	Standard 40 hr Work Wk	Show Schedule
01/10/2019	Select Predefined Schedule	VDOT	5-DAY	Standard 40 hr Work Wk	Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct

Look Up Schedule ID

35-2W	35 Hr 2nd wk, Off Wed
36-1F	36 Hr 1st week, Off Fri
36-1H	36 Hr 1st week, Off Thur
36-1M	36 Hr 1st week, Off Mon
36-1U	36 Hr 1st week, Off Tue
36-1W	36 Hr 1st week, Off Wed
36-2F	36 Hr 2nd Week, Off Fri
36-2F8	36 Hours Off Monday 2nd Fri 8
36-2H	36 Hr 2nd Week, Off Thu
36-2M	36 Hr 2nd Week, Off Mon
36-2U	36 Hr 2nd Week, Off Tue
36-2W	36 Hr 2nd Week, Off Wed
4-10WK1,5-8WK2	40HR MWTf, 40HR MWTSS
40 11T-TH	40 hours 7 Mon 11 Tues-Thurs
40-30MH5	40 hrs - TWf 10 hrs; MH 5 hrs
40-30TF5	40 hrs - MWH 10 hrs; TF 5 hrs
40-34F6	40 hrs - MTTH 8.5 hrs; F 6 hr
40-34TH6	40 hrs-MTWF 8.5 hrs; TH 6 hrs
40-34W6	40 hrs - MTTHF 8.5 hrs; W 6 hr
40-6M9TWTH7F	40 hrs-M6 TWTh9 F7
40-9MT7MTW	40 HRS 9MTWK1 9MTWWK2
40-9MW7TTH8F	40 HRS-MW9, TTH7; F8
40-FS	40 hours off on Fri & Sat
40-MF	40 hours Mon & Fri 7 hours
40-MF8.5	40 hrs - MF 8.5; TW 7; Th 9
40-MSS12	40 hrs - MSS 12hrs; T 4 hrs
40-MT	40 hours off on Monday & Tues
40-MTW	40 Hours off Mon, Tues & Wed
40-SF	40 Hrs off Sunday & Friday
40-SM	40 Hr off on Sunday & Monday
40-SMT	40 Hr 10 hr day off SunMonTue
40-SS14	40 hrs - SS 14 hrs; W 12 hrs
40-TFS	40 Hr 10 hr day off ThrFriSat
40-TS	40hrs-off Tues and Sat
40-TW	40 hours off on Tues & Wed
40-WT	40 hours off on Wed & Thur
40.00-4X104WK-2	HR Sched B-10R
40.00-5X084WK-3	HRBT Sched 032618
40.00-5X084WK-4	HRBT Sched 0326-02
40.00-5X084WK-5	HRBT Sched 0326-3
40.00-5X084WK-6	HRBT Sched 0326-4
40HF; 40 MSS OFF	40 HF OFF; 40 MSS OFF
40HRS OFFMTS	40 W 10 HRS WThFSun
40HRTF	40 hrs wk off on Thurs & Fri

11. The **Look Up Schedule ID** pop-up window displays. Select the appropriate schedule. Use the scroll bar if necessary.

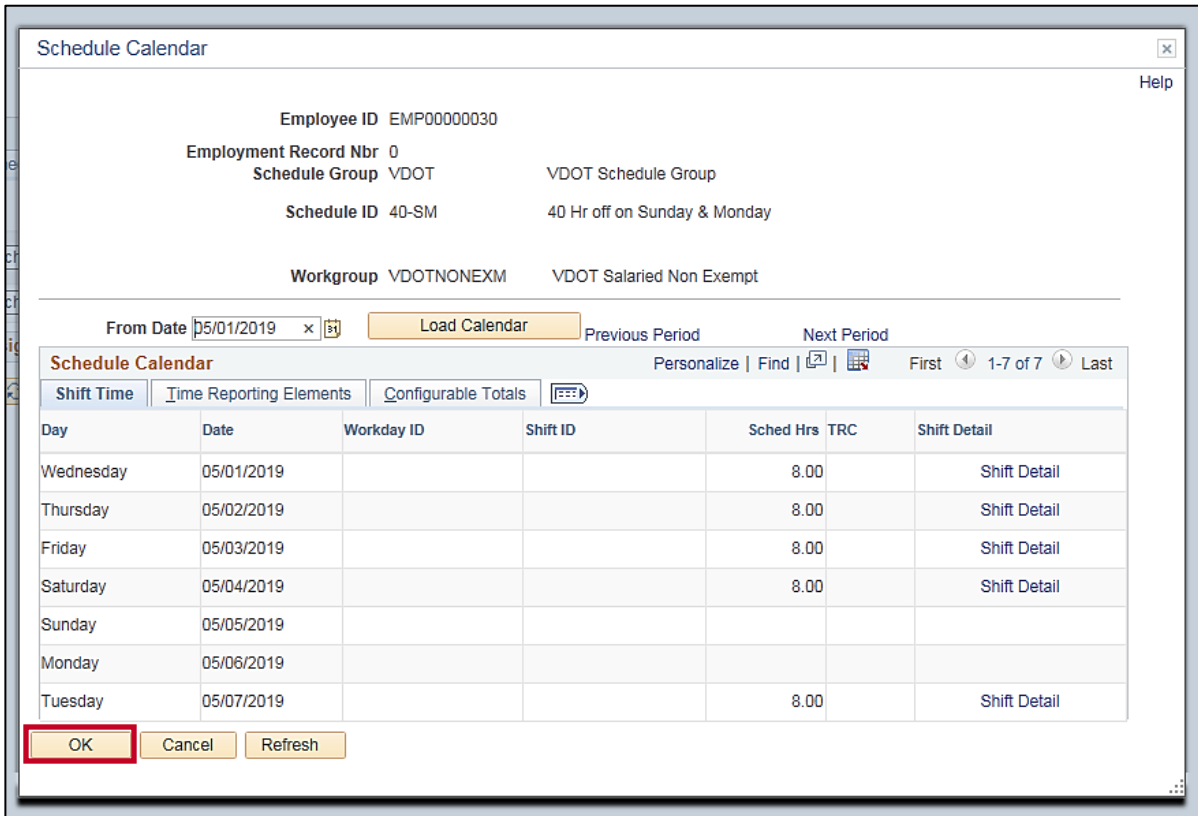
The screenshot shows the CARDINAL web application interface for assigning work schedules. The main window is titled "Assign Work Schedule" and displays employee information for EDGAR POE (Employee ID: EMP00000030). Below this, there are tabs for "Primary Schedule" and "Alternate Schedule". A table lists schedule assignments with columns for Effective Date, Assignment Method, Schedule Group, Schedule ID, Description, and Show Schedule. Two rows are visible, both for the date 05/06/2019, with the first row selected. The "Schedule ID" and "Description" fields for the selected row are highlighted in red, and the "Show Schedule" link is also highlighted in red.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/06/2019	Select Predefined Schedule	VDOT	40-SMT	40 Hr 10 hr day off SunMonTue	Show Schedule
01/10/2019	Select Predefined Schedule	VDOT	5-DAY	Standard 40 hr Work Wk	Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

12. The selected schedule populates the **Schedule ID** and **Description** fields. To see the details of the schedule, click the **Show Schedule** link.



**Schedule Calendar**

Employee ID EMP00000030  
 Employment Record Nbr 0  
 Schedule Group VDOT VDOT Schedule Group  
 Schedule ID 40-SM 40 Hr off on Sunday & Monday  
 Workgroup VDOTNONEXM VDOT Salaried Non Exempt

From Date 05/01/2019 Load Calendar Previous Period Next Period

**Schedule Calendar** Personalize | Find | First 1-7 of 7 Last

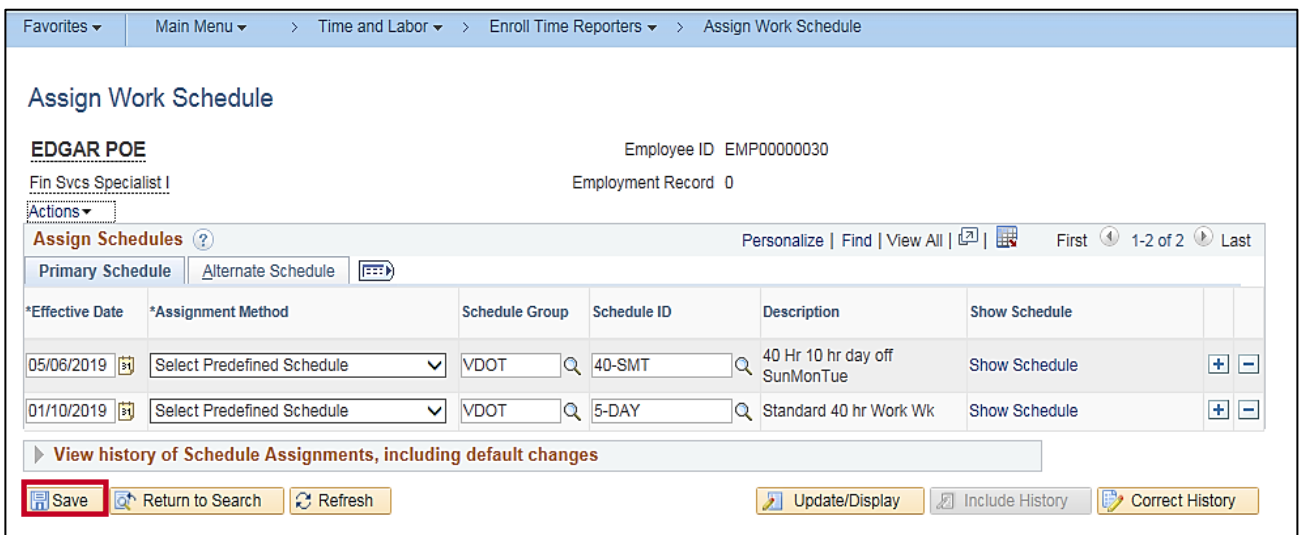
Day	Date	Workday ID	Shift ID	Sched Hrs	TRC	Shift Detail
Wednesday	05/01/2019			8.00		Shift Detail
Thursday	05/02/2019			8.00		Shift Detail
Friday	05/03/2019			8.00		Shift Detail
Saturday	05/04/2019			8.00		Shift Detail
Sunday	05/05/2019					
Monday	05/06/2019					
Tuesday	05/07/2019			8.00		Shift Detail

OK Cancel Refresh

13. The **Schedule Calendar** pop-up window displays details about the schedule.

This is particularly useful if you have chosen a schedule where an employee's hours differ on alternating weeks (e.g., employee works four 10-hour days with Monday off the first week and Friday off the second week).

14. Click the **OK** button to return to the **Assign Work Schedule** page.



**Assign Work Schedule**

EDGAR POE Employee ID EMP00000030  
 Fin Svcs Specialist I Employment Record 0

**Assign Schedules** Personalize | Find | View All | First 1-2 of 2 Last

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/06/2019	Select Predefined Schedule	VDOT	40-SMT	40 Hr 10 hr day off SunMonTue	Show Schedule
01/10/2019	Select Predefined Schedule	VDOT	5-DAY	Standard 40 hr Work Wk	Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

15. After verifying that the schedule is correct, click the **Save** button to save the schedule change.

**Message**

Cannot change current or history records unless in Correction mode. (15,1)

You have attempted to change a record that is effective dated, and the record contains an effective date that makes it either the current record or a historical record. Either use the Add (+) button to create a new record with a future effective date, or change your mode to Correction.

OK

**Note:** This error message indicates that you are entering the schedule change on the incorrect line or you are attempting to correct history to which you do not have the security access. Check to be sure you are making the change on the new row, which will appear at the top.

### Setting Up Multiple Schedule Changes

If you are making a temporary schedule change for an employee:

1. Add another row.
2. Enter the date the schedule should change.
3. Select the **Schedule ID**.
4. Click the **Save** button.